EMPLOYER WAGE AND WORK SCHEDULE VERIFICATION FORM

I hereby authorize my employer ______________________ to release the information requested below to Workforce Solutions Concho Valley to help determine program eligibility.

<table>
<thead>
<tr>
<th>Customer Signature:</th>
<th>Date:</th>
<th>TWIST ID #:</th>
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</table>

1. Is ______________________________ employed by you?  ☐ YES  ☐ NO

2. Date Hired: __________  Start Date (if different than hire date): __________

3. Job Title: ______________________________

4. Duties: ______________________________

5. Hourly Rate: $_____________________

6. Does or will this employee receive tips?  ☐ YES  ☐ NO
   If yes, please provide average daily tip amount: $________

7. Average number of hours scheduled to work per week: _________

8. This employee is paid:  ☐ Weekly  ☐ Every Two Weeks  ☐ Twice a Month  ☐ Monthly

9. Pay cycle: From: (day of week) _____________ To: (day of week) _____________

10. This employee's weekly work schedule:

    |------|-------|------|------|------|------|------|
    From:  |       |       |      |      |      |      |      |
    To:    |       |       |      |      |      |      |      |

11. Do you expect any changes in the schedule in the near future?  ☐ YES  ☐ NO
    If "yes", please explain: ____________________________________________

Company Name: ______________________________  Company Phone Number: ______________________________

Company Address: ______________________________  Company FAX Number: ______________________________

Name and Title of Person Providing Information (please print): ______________________________

Signature of Person Providing Information: ______________________________  Date Signed: ______________________________

This information is requested by: ______________________________  Date: ______________________________

WFS Staff

Please Print

Workforce Solutions Concho Valley is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD (800) 735-2989 - Funding for programs provided through Concho Valley Workforce Development Board.